

**Self-Represented Litigant Committee**  
**July 23, 2013 1:00 p.m. to 3:00 p.m.**  
**Minutes**

**1. Attendance**

Members and staff:

Patricia Fain	Yes	Kim Dumon	Yes
Erin Farris	Yes	Ed Higgins	Yes
Hon. David Ortley	Yes	Robin McGuire	Yes
Hon. Michele Snowberger	Yes	Phyllis Smith	Yes
August Swanson	Yes	Randy Snyder	Yes
		Janice Doggett	Yes
		Kate Kuykendall	Yes

Members of the public in attendance: None .

**2. Public comment on non-agenda items.**

None.

**3. Minutes from June 11, 2013 meeting**

Motion from Patricia Fain to approve minutes, seconded by Randy Snyder, and passed unanimously.

**4. Central Desktop Training**

Training on using Central Desktop is scheduled for July 31, from 11-noon. Please notify August if you are unable to attend.

**5. Data Gathering**

*a. Questionnaires*

Patty summarized the progress of the Court questionnaires. Four questionnaires have been sent out, including to the clerks of limited jurisdiction, clerks of district court, judges of limited jurisdiction, and judges of district court. The questionnaires have received a good response, which Patty is monitoring. 95% of District Court Judges and 85% of COLJ judges responded. 64% of Clerks of District Court responded. The COLJ clerk survey just went out.

The data should be ready for reporting at the joint Commission/JIC meeting in September.

The Committee discussed gathering data from Self Represented Litigants, and agreed that the perspectives offered by SRLs will be valuable.

**Action Item:** Patty and Erin will discuss data already available from SRLs, and will prepare a plan for collecting additional information. The plan will be distributed to the Committee for review and approval.

*b. Conferences*

Several conferences are coming up. The Committee discussed ways of getting on conference agendas.

**Action Item:** Kim Dumon has requested time at the COLJ court clerk conference in the fall; she will follow up.

**Action Item:** Judge Ortley has spoken with Shauna, who schedules the district court judges conference. He will follow up with her to try for a spot on the fall agenda, and get confirmed on the spring agenda if fall is not available.

## 6. Form sub-committee/review

The Committee discussed the form revision process, which has recently slowed down. Judge Snowberger asked for comments on the process document that she sent to the Committee members prior to the meeting. Erin summarized her comments, and the Committee agreed that the proposed process was still usable, but is not intended to be static.

The Committee discussed ways of getting good substantive feedback on forms. Judge Snowberger will be meeting with Standing Master Bowen from Gallatin County, and will ask for her feedback.

Erin suggested a guided review, where she identifies revisions and explains the reasons the revisions were made. Ed suggested using Central Desktop to help guide review by posting a comment on each form identifying the revisions and reasons for them.

The Committee discussed whether to continue with the August 15 date for the upcoming visioning meeting, or whether to move it. Patricia and Phyllis may not be able to attend on August 15. The Committee decided to hold with the August 15 date rather than trying to reschedule, as October or November were the most likely alternatives.

The Committee discussed the need for each member to think about his or her goals for the visioning meeting, and report those goals and topics to Judge Snowberger. This will help identify what the Committee hopes to accomplish at the meeting.

The Committee discussed potential facilitators for the upcoming visioning meeting. Judge Snowberger has someone in mind, but recently learned that person may not be available. Judge Ortley proposed Nick Aemisegger from the Public Defender's office, and Shari Rafter. Phyllis mentioned Dan Clark from the Extension Service.

**Action Item:** Committee members will follow up on their own ideas of potential meeting facilitators, and report back to Judge Snowberger.

The Committee discussed when to schedule the next meeting of the forms subcommittee.

**Action Item:** The forms subcommittee meeting is set for August 12, at 10:30, by tele/videoconference.

**Action Item:** Erin will prepare and distribute a summary of substantive revision topics by the end of the day August 5.

## **7. New Business**

The Committee discussed the relative importance of format and substance during the forms revision process. Both are important, but format can be the final item of review, to be updated after the Committee is sure there are no substantive errors or omissions.

**Action Item:** Judge Snowberger will work on an information sheet for inclusion in the state bar packet.

**Action Item:** Patty and others will begin putting together a list of attorneys to call upon for help reviewing forms, by subject area.

## **8. Next Meeting Date**

**Action Item:** Judge Snowberger will send out a Doodle poll. Please respond quickly.

## **9. Meeting adjourned: 2:04pm.**